

**SECRET**DD/S  
FILEDD/S  
Meetings (Minutes)

## MINUTES

## DD/S STAFF MEETING

21 July 1970

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## 2. Space Policy

The Director does not want an increase in Agency space in the Metropolitan area. The Director will not approve new or expanded activities unless space requirements are specifically stated. The DD/S, who is charged with responsibility for insuring compliance, has sent a memo to the other Deputies and Heads of Independent Offices on the subject of space. In effect, additional space needs of a Directorate must be accommodated within its

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C/LSD is the focal point within the Directorate for Agency requests for additional space.

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Regarding [ ] 4th floor:

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[ ] stated that GSA has option until 1 August - which can be extended. Per GSA requirement, OL sent thru a standard configuration for its use. OL will set up a briefing of DD/S re [ ] utilization.

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Mr. Wattles inquired about the subject of [ ] moves. Mr. Bannerman answered that a Task Force is studying the matter and will report soon.

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## 3. Visit of Spouses

11 July session went very well. The Sigcen visit was appreciated by the OC wives. The DD/P has requested that the Sigcen be shown at its sessions.

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The next DD/S session is 1 August. Offices were requested to advise [ ] by 24 July of estimated attendance in order to determine need for two sessions. Mr. Bannerman urged that chauffeurs, kitchen help, etc., be given opportunity to attend.

In answer to the query, the DD/S said that the Support Directorate will continue to consider these sessions for attendance by spouse. Requests for attendance of parent, child, brother, etc., will be handled as special case by the individual office.

#### 4. Handling of Summer Employees

The Executive Director expects them to be working and kept busy. The supervisors are responsible for this, along with the matters of lunch hours and proper attire.

Mr. Wattles stated that, in a few cases, "summer onlys" have worked a short time then left for vacation and ROTC duty. He stated that employment in such cases would be terminated. Next year, plans of this sort would preclude employment.

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#### 5. [ ] Task Force Reports

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The [ ] prepared thirteen Task Force Reports on subjects dealing with Career Management, Training, Promotion Policies, Management, etc.

The DD/S has assigned these reports to certain offices for review and preparation of a summary highlighting any impact the report recommendations might have on the Agency. Offices are requested to note anything that would require legislation.

The Executive Director will discuss the [ ] Reports at a Deputies' Meeting soon. The DD/S wants a first reading on them and requests office replies by 29 July.

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6. Mr. Bannerman thanked the Office Heads for their replies on the subject of Young Officers Participation on Panels and Boards.

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## 7. Security Violations

Six in the Directorate in June 1970 (five in June 1969).

OC	3
OL	1
OS	1
OTR	<u>1</u>
	6

## 8. Office Heads Approaches to subject of Job-Related Attitudes and Opinions of Employees

### OP

Met with group of 25-30, opened the meeting, then left them on their own. The group organized itself into 5 Task Forces which will choose their own subjects for study and explore them. The entire group will meet this Thursday.

### OMS

Proposed that we need attitude surveys at time of EOD so that we have a data base for comparison with the later studies, i.e., the 5, 10 year studies.

The DD/S asked D/OMS to take up such a sampling of new EODs.

### OS

Has a Junior Officer Planning Group which meets twice a month. This Group reviewed the EDC memo, feels that communication in OS is OK, etc.

Thinking of setting up a similar group for clericals.

### OTR

Feels that "lack of communication" is jargon, that the Civil Service questionnaire is inappropriate to CIA.

Feels that we do realistically consult with employee on his assignments, but it is not possible to do a five-year plan on everybody.

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Feels our problems are those of size and function, i.e., we've built in some clerical aspects into some professional jobs.

OF

Important to treat individuals as such -- not merely as numbers in the system.

- .OF uses a Headquarters Reassignment questionnaire.
- .D/OF Staff Meetings include a few observers -- SF careerists assigned to other offices.
- .OF Orientation Program -- extremely well received.
- . Attempts to have the juniors make presentations at conferences.

OL

- .Annual Questionnaire
- .Internal Orientation Program -- emphasizing supply function.
- .Panels -- include junior officers as observers, recorders.
- .Quarterly: Attempt to bring in SL careerists assigned to other offices.

OC

- .New EOD spends much time in training during which he learns a lot about OC.
- .They known <sup>they</sup> ~~that~~ are part of the foreign affairs nerve center.
- .Give the clericals orientation tours of out-lying Commo sites.
- .Future Communications will require more and more engineering.
- .Engineers are getting management training -- (mentioned 5 MBA's).

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Support Operations Staff/DDS

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